

FILE COPY

19 January 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
19 January 1967

1. Support Services Course No. 5

The Support Services Course No. 5 began on 16 January with 31 CTs which strains the desired course capacity of 25. Six additional CTs who could not be accommodated in the class will continue in language training until June when Support Services Course No. 6 is run. This increase reflects a growing interest among Career Trainees in the Support Services.

2. CT Language Training

Requirements for language training have been determined for a total of 24 of the 34 CTs presently enrolled in the Sov Bloc [REDACTED] Course. They include: French, 10; Spanish, 6; German, 2; Chinese, 2; Indonesian, 2; Russian, 1; and Thai, 1. Two members of the class are already qualified in language, leaving a total of 8 for whom decisions are still pending.

3. Managerial Grid for CTs

Twenty-seven CTs destined for the Support, Intelligence, and S&T Directorates have participated in the Managerial Grid. This was the first offering of the Grid under the new CT training cycle wherein CTs

will receive the Grid after completion of the OFC and before they go on to specialized training.

4. Assignment of CTs

Of the 13 CTs who completed the Intelligence Production course at the end of December, 6 have been assigned to OCI, 3 to ORR, 1 to [REDACTED] and 3 to the DDP.

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5. EOD Training

Within the last two months there has been a noticeable number of cancellations of registrants for the required Introduction to Intelligence and Introduction to Communism courses. The cancellation trend has continued in January and this has been brought to the attention of [REDACTED] the Coordinator for EOD Training.

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6. Special Course for Domestic Contact Service

At the request of [REDACTED] DCS, the Orientation and Briefing Faculty conducted a one-and-one-half day special Intelligence Orientation for three military officers currently assigned to DCS field offices.

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7. Area Orientation

[REDACTED] met with [REDACTED] last week to discuss the implementation of the proposal to establish country reading kits for the use of all personnel assigned overseas.

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8. Special Course for NPIC

On Monday of this week the SIC Faculty began a special Introduction

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to Communism course for NPIC. The course, with an enrollment of 28 students, is being conducted at NPIC on a full-time basis for a period of two weeks.

9. Special Course for the Foreign Documents Division

FDD has queried SIC regarding the possibility of conducting a special USSR course for about 10 of their officers. FDD was advised that we are willing to conduct the course providing it can be sandwiched in among previous commitments. We believe this can be done by conducting the course part-time over a period of several weeks.

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10. Advanced Management Program - Harvard

Attached for your information is a copy of [REDACTED] report on his attendance at the Advanced Management Program at Harvard. [REDACTED] apparently found the course very worthwhile and has made certain recommendations which we plan to follow up.

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In the oral briefing given by [REDACTED] to members of the Registrar Staff, he mentioned Harvard's concern over the Agency's last minute substitutions for each of the last two classes [REDACTED] and Charlie for [REDACTED]. He was not aware of the most recent withdrawal without substitution [REDACTED]

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11. Proposal to Conduct Internal Courses by Outside Firms

Last week OTR received proposals from two outside firms to put on courses internally. One, a two-and-one-half day course in "Incentive Contracting," has been the subject of discussion between DDS&T and the

Contract Management Institute. DDS&T personnel have attended presentations of this course at outside facilities and felt that it would be useful to run such a course internally because of the relatively large number of Agency employees who would benefit from such training. The total cost of an internal course would be approximately \$1,700 with a minimum of 25-30 students, or \$55-\$65 per student as compared to \$250 per student at an outside facility. The other proposal is from Brandon Applied Systems, Inc. and is a follow-up to an internal course given in 1966. [REDACTED]

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[REDACTED] and others involved in ADP have been discussing with Brandon this second program, which is a five-day course on "The Systems Development Process." The cost of this course would be approximately \$4,200 which is about the same cost of the course Brandon conducted in 1966. No commitments were made in either case. The proposals, however, are being reviewed by interested Agency officials.

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12. National Interdepartmental Seminar

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<u>Name</u>	<u>Office</u>	<u>Assignment</u>
[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED] GS-11, is below the required grade level, but [REDACTED]

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[REDACTED] requested and received [REDACTED] an exception in his case.

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[REDACTED] Mr. Miles informed the Registrar that the course is still in the planning stage and no information is being disseminated at this time.

Mr. Miles will keep us informed as to the progress of the course.

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14. External Training Report [REDACTED]

[REDACTED] training report covering his recent trip to Los Angeles and San Francisco as a student in the Brookings Institution's Conference for Federal Executives on Business Operations contained the following comments:

"The purposes of this particular program have been well defined by the Brookings Institution, and I believe the Agency is well advised to continue its participation in it. I found the week a very real, rewarding, and refreshing intellectual experience. Not only was the opportunity of meeting with a very senior group of corporate officers a most unique opportunity, but of equal value was the association, in an informal manner, with twenty-five senior Governmental officers."

15. ADP Orientation Course

The 17 January ADP Orientation course was over-subscribed by 20. Thirty spaces have been set aside in the February running for Career Trainees destined for the Support Directorate which with the 20 hold-overs from the January course will fill the 14 February course.

**16. Non-Agency Briefings**

During this reporting period these non-Agency briefings were given:

- a) 115 military attaches and wives at the Defense Intelligence School on "The Nature and Significance of Strategic Intelligence;" b) the attaches and wives on the National Security Structure and the Agency's major responsibilities; c) the attache group on the Agency's mission and functions; d) a


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students at FSI's Intermediate Course, Internal Defense on "Communist Concepts and Tactics."

/s/  
John Richardson

John Richardson  
Director of Training

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- 25X1A9a 1. OTR Attendance  
2.  Report on the Advanced Management Program at Harvard

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